



City of Hermosa Beach
1315 Valley Drive, Hermosa Beach, CA 90254
310.318-0203 - Fax 310.372-6186
Email: lcastillo@hermosabch.org



Received By: CC
Referred To: CD, FD
Date Referred: 9-6-17

Public Records Request

The City of Hermosa Beach encourages public participation in the governing process and provides reasonable accessibility to all public records except those documents which are exempt from disclosure by express provisions of law or considered confidential or privileged under the law. The City is under no obligation to respond to requests which are not focused or specific. The City may withhold documents which are exempt from disclosure under state or federal law, including the attorney-client privilege or any other applicable privilege. The City, in accordance with Government Code Section 6253(b), has ten (10) days to respond to any request for public documents by indicating whether or not the documents exist and will be made available. Actual production of the documents may take somewhat longer depending upon their ease of availability and staff workload. To assist us in providing a timely response to your request, please fill out the form below and indicate the specific record/document you wish to review.

Name (please print): <i>Ronald B. Reiss, AEI</i>	Email: <i>rreiss@aeiconsultants.com</i>
Address:	Phone: <i>30-798-4255</i>
City:	Fax:

Record or Document Requested:

To assist the City with your request, please identify each requested record/document separately. Please be as specific as possible. Non specific inquiries may cause responses to be delayed or may prove to be burdensome and therefore the City may not be able to respond. (Additional sheets may be used) Submit all requests to the City Clerk's Office.

See attached

Photocopies are \$0.20 per page (Mailing fee, if applicable is \$3.00 plus postage). Fees must be paid before records are released.

I agree to pay all applicable fees and charges per the City Council Resolution of Fees for any copies I request of the above mentioned document. Accepted method of payment: Cash or check. Credit card accepted in person only.

Signature

Date

For Departmental Use Only:			
Action Requested: <input type="checkbox"/> Review Only <input type="checkbox"/> Copies Requested	Action Taken: <input type="checkbox"/> Document Reviewed <input type="checkbox"/> Copies Provided <input type="checkbox"/> Refusal/Reason	By _____	Date _____
For City Clerk's Use Only:			
Date Requestor Notified _____		Notified By: _____	Date Picked Up or Mailed: _____



AEI Consultants

Environmental & Engineering Services

Property:	2515 Pacific Coast Highway, Hermosa Beach, CA 90254 Property Parcel No. 4184-016-051 AEI Project No.: AEI Project No. 376989		
To:	Justin Edson, Code Enforcement Officer	(310) 318-0235	jedson@hermosabch.org
Department:	Community Development Department, Building Division		
AEI Contact:	Ronald B. Reiss, AIA	(310) 798-4255	rreiss@aeiconsultants.com

AEI Consultants has been engaged to conduct a Property Condition Assessment on the above referenced property. Please respond to the following documentation/information requests. Please call or email the AEI contact person listed above to discuss questions and/or fees associated with this request.

Thank you for your assistance.

Building Code Compliance

1. Are there outstanding **building code** violations associated with the Property? If "Yes", please provide relevant documentation via email. Yes No
2. Are there pending **building code** requirements associated with the Property? If "Yes", briefly explain below. Yes No

3. Are there any recent **building code** administrative actions associated with the Property? If "Yes", "Yes", briefly explain below. Yes No

Fire Code Compliance

1. Are there outstanding **fire code** violations associated with the Property? If "Yes", please provide relevant documentation via email. Yes No
2. Are there pending **fire code** requirements associated with the Property? If "Yes", briefly explain below. Yes No

3. Are there any recent **fire code** administrative actions associated with the Property? If "Yes", briefly explain below. Yes No

Information completed by:

Please provide the Property's Certificate of Occupancy via email.

FOR AEI Use ONLY:	Email/fax/online form	Telephone Interview	In-person Interview	Hard copy
Information request was submitted on this date via:	9/5/2017			
Information request was submitted on this date via:	9/5/2017			